

# **PROCEDURES FOR CJAA EVALUATION**

***Using Back On Track! Version 2.0***

and

***Extract and Reporting Application***

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# TABLE OF CONTENTS

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<b>Introduction .....</b>	<b>1</b>
<b>Section I: Using Back On Track! Version 2.0 to Record Information for CJAA Evaluation .....</b>	<b>3</b>
How to Record Pre-Screen Assessment .....	3
How to Record Full Assessment .....	4
How to Determine CJAA Eligibility .....	5
How to Set Up Specific Program/Provider to Record CJAA Eligibility .....	6
How to Record CJAA Eligibility .....	7
How to Assign Youth to CJAA Program/Control Groups .....	8
How to Record Program Completion/Termination .....	10
<b>Section II: Using Extract and Reporting Application .....</b>	<b>11</b>
Overview .....	11
Application Installation Instructions .....	13
Report Instructions .....	15
Data Extraction .....	18



## INTRODUCTION

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This manual provides the Washington State juvenile courts with step-by-step procedures for participating in the Community Juvenile Accountability Act (CJAA) evaluation. The manual includes two sections. The first section describes how to use the Back on Track!<sup>1</sup> software to record the risk assessments and CJAA group assignments.

The second section describes how to use the Risk Assessment Reporting and Extraction software.<sup>2</sup> This software allows courts to run reports concerning CJAA groups that use data stored in the Back On Track! database. The application also includes software to copy data from the Back On Track database to files that can then be sent to the Institute each month for the CJAA evaluation.

This report is also available on the Institute's website:

<http://www.wa.gov/wsipp/cjaa/evaluation/eval.html>.

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<sup>1</sup>*Property of Allvest Information Systems*

<sup>2</sup>Developed by the Washington State Institute for Public Policy



## SECTION I: USING BACK ON TRACK! VERSION 2.0 TO RECORD INFORMATION FOR CJAA EVALUATION

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*Please follow these step-by-step procedures when using the Back On Track! Version 2.0 software to screen and assign youth to the CJAA program and control groups. Steps A through D are for the juvenile probation counselors (JPCs) who are conducting the risk assessment and determining eligibility. Steps E and F are for the CJAA administrator who assigns the youth to the CJAA program, control group, or regular probation. In some courts, the same person may conduct assessments and serve as the CJAA coordinator.*

### A. HOW TO RECORD PRE-SCREEN ASSESSMENT

1. Open Back On Track! Version 2.0.
- 2a. If the youth is already in the assessment database, on the Options Screen click on Find Juvenile Record in Database and Pre-Screen Assessment and then click OK.
  - Enter the youth's last name and click Search. If more than one youth has the same last name, click the Next button to find the correct record. Select OK.
- 2b. If the youth is not found in the assessment database, click on Cancel to return to the Options Screen and then click Add New Juvenile to Database and Pre-Screen Assessment then click OK.
3. Complete the Client Information, being sure to correct the Gender to Female when appropriate, and then click OK again.
4. Complete the Criminal History.
5. Click on Social History and complete.
6. Save the Pre-Screen: Save As Completed Assessment.
7. Click OK when the "completing storing data" box appears.
8. Click on Reports.
9. Click Risk Report and the Summary Report is generated.
10. If the Overall Risk Level is Moderate to High Risk, complete the Full Risk Assessment.
11. If you want to complete the full assessment now, click on Case. Click OK in the Return to Options dialog box. Go to step 2a or 2b in How to Record Full Assessment.

## **B. HOW TO RECORD FULL ASSESSMENT**

1. Open Back on Track! Version 2.0.
- 2a. If the youth is already in the assessment database, on the Options Screen click on Find Juvenile Record in Database and Full Assessment and then click OK.
  - Enter the youth's last name and click Search. If more than one youth has the same last name, click the Next button to find the correct record.
- 2b. If the youth is not already in the assessment database, click on Add New Juvenile to Database and Full Assessment then click OK.
  - Click OK and complete Client Information then click OK again.
3. Complete all sections of the assessment.
4. Save the Full Assessment: Save As Completed Assessment. Click OK.

## C. HOW TO DETERMINE CJAA ELIGIBILITY

1. Open Back on Track! Version 2.0.
2. On the Options Screen click on Find Juvenile Record in Database and Full Assessment and then click OK.
  - Enter the youth's name or JUVIS Control Number and click Search.
3. Click on Reports, then on Risk Report.
4. Click Summary.
5. Review CJAA Eligibility Criteria Section. Scroll down to the CJAA Program Eligibility Section. To be eligible for FFT:
  - the youth's Risk Level must be moderate to high, and
  - the Family Score must be at least 6 out of the 24-point maximum.

To be eligible for ART:

- the youth's Overall Risk Level must be moderate to high, and
  - the Aggression Score must be at least 1 out of the 12-point maximum, **or** the Attitude/Behavior Score must be at least 7 out of the 28-point maximum, **or** the Skill Score must be at least 9 out of the 36-point maximum.
6. Determine if there are any exceptions to the youth being eligible:

*Please use the following criteria to determine if there are currently documented conditions that preclude the youth's meaningful participation in a CJAA program. If a youth meets any of the following criteria, please consider the youth an **exception** to program eligibility.*

    - For mental illness, youth going into in-patient mental health services, or receiving mental health treatment for a DSM IV diagnosis of Axis I Schizophrenia, or an Axis 2 diagnosis of Personality Disorders.
    - For chemical dependency, youth receiving CDDA, or an assessment of "chemically dependent" through a DASA certified Chemical Dependency Counselor and awaiting in-patient treatment.
    - For developmental disability, youth with an IQ score of 69 or below.
    - For sexual offenders, youth participating in the Special Sex Offender Disposition Alternative (SSODA) program.
    - Youth already engaged in family therapy (exception for FFT only).
  7. Please follow your court's procedures for notifying your CJAA administrator that the Full Risk Assessment is complete.

## D. HOW TO SET UP SPECIFIC PROGRAM/PROVIDER TO RECORD CJAA ELIGIBILITY

In order to use Back On Track! to record CJAA eligibility, the CJAA administrator must add the following categories to the Program Provider Lookup Table:

<b>CATEGORY</b>	<b>EXPLANATION</b>
NOT YET ASSIGNED	Used when the <i>youth is eligible</i> but the CJAA administrator has not yet determined program/control group assignment. In courts where someone other than the CJAA administrator determines initial eligibility, use NOT YET ASSIGNED to communicate program eligibility to the CJAA administrator. The administrator uses the NOT YET ASSIGNED report to identify these youth for assignment.
EXCEPTIONAL EXCLUSION	Used for youth eligible but excluded from a CJAA program due to a documented condition that precludes the youth from participating.
WAITING LIST	Used for eligible youth who cannot get into a program because the program is full. The CJAA administrator places eligible youth on a waiting list. This is used primarily for ART classes.
PROGRAM – (Provider name)	Used for youth assigned to a CJAA program.* Each provider's name may optionally be included as separate Lookup Table entries.
CONTROL GROUP	Used for youth assigned to a CJAA control group.*
ASSIGNED TO ANOTHER PROGRAM	Used for youth who are eligible for ART and FFT to indicate the program to which the youth was <i>not assigned</i> . For instance, if the youth is eligible for FFT and ART and the youth is assigned to FFT, then enter ASSIGNED TO ANOTHER PROGRAM for the ART intervention.

Contact Joe Hauth, CJAA Project Consultant, at (206) 367-2650 for additional information on setting up a random assignment procedure for your court.

To add these codes to the Provider Lookup Table:

1. Open Back on Track! Version 2.0.
2. On the Options Screen click on Find Juvenile Record in Database and Full Assessment and then click OK.
3. Enter any youth's name or JUVIS Control Number and click Search.
4. Once the youth is found, click on Interventions and then on New Intervention.
5. In the box labeled Specific Program/Provider type NOT YET ASSIGNED and then click on Add to Lookup Table. Check that the entry is in the lookup table by clicking on the drop-down menu and you should see NOT YET ASSIGNED.

Repeat this process for the remaining five choices: EXCEPTIONAL EXCLUSION, WAITING LIST, PROGRAM – (Provider name), CONTROL GROUP, and ASSIGNED TO ANOTHER PROGRAM. For PROGRAM, you can optionally add each provider name after PROGRAM— as a separate choice so you can track youth by specific program.

6. After entering all required Specific Program/Providers, click on Cancel.

## E. HOW TO RECORD CJAA ELIGIBILITY

1. Open Back on Track! Version 2.0.
  2. On the Options Screen click on Find Juvenile Record in Database and Full Assessment and then click OK.
    - Enter the youth's name or JUVIS Control Number and click Search.
  3. If the youth is eligible for FFT, click on Interventions and then on New Intervention.
    - For the Intervention Type, click the dropdown menu and click on FFT.
    - For the Program Provider, click the dropdown menu and click on NOT YET ASSIGNED, if there is no exception for the youth to participate in FFT.
    - If there is an exception and the youth cannot participate in FFT, click on EXCEPTIONAL EXCLUSION for the Program Provider and describe why in the comment box.
    - Click on Submit to save your entries.
  4. If the youth is eligible for ART, click on Interventions and then on New Intervention.
    - For the Intervention Type, click the dropdown menu and click on ART.
    - For the Program Provider, click the dropdown menu and click on NOT YET ASSIGNED if there is no exception for the youth to participate in ART.
    - If there is an exception and the youth cannot participate in ART, click on EXCEPTIONAL EXCLUSION for the Program Provider and describe why in the comment box.
    - Click on Submit to save your entries.
- Note: If the youth is eligible for both programs, complete both step 3 and step 4.
5. Follow the procedures in your court to notify your CJAA administrator that the youth is eligible, including exceptions.

## F. HOW TO ASSIGN YOUTH TO CJAA PROGRAM/CONTROL GROUPS

*Note: CJAA administrator — Identify eligible youth who have been assigned to a CJAA program using the Back On Track! Intervention with a NOT YET ASSIGNED. Provide by running the Not Yet Assigned Report.<sup>3</sup>*

*The CJAA program administrator assigns the most recently adjudicated eligible youth consistently either to the program or to the control group using a waiting line approach. Contact Joe Hauth, CJAA Project Consultant, at (206) 367-2650 for additional information on setting up a random assignment procedure for your court.*

1. Open Back on Track! Version 2.0.
2. On the Options Screen, click on Find Juvenile Record in Database and Full Assessment and then click OK.
3. Enter the youth's name or JUVIS Control Number and click Search.
4. Click Reports, click Risk Report, and click Summary.
5. Scroll down to CJAA Program Eligibility section and review Eligibility Criteria.
6. Click on Interventions and then on New Intervention.
7. Choose ART OR FFT for the Intervention Type depending upon the program for the youth.<sup>4</sup>

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<sup>3</sup> The *Not Yet Assigned Report* is documented in "Section II C" Report Instructions of this manual.

<sup>4</sup> If youth is eligible for both ART and FFT, then assign the youth in the following manner:

- Assign youth to FFT.
- If FFT caseload is full, assign the youth to ART.
- If both groups are full, assign the youth to a control group for both ART and FFT until each of those control groups is full.

8. Based on the current status of these programs in your court, assign eligible youth as follows:
- **Program Group Not Full:** If the CJAA program is not full, assign the youth to CJAA program group.
    - ❑ Choose PROGRAM (provider) for the specific Program/Provider; add any comments and click Submit.
  - **Program Group Full and Control Group Not Full:** If the CJAA program group is full, and the CJAA **control** group is not full, assign the youth to CJAA control group.
    - ❑ Choose CONTROL GROUP for the specific Program/Provider, add any comments, and click Submit.
  - **Program Group Full and Control Groups Full:** If the CJAA program and control groups are both full, assign the youth to the waiting list.
    - ❑ Choose WAITING LIST for the specific Program/Provider, add any comments, and click Submit.
  - **Eligible for both ART and FFT:** If the youth has been assigned to one CJAA program and is also eligible for another CJAA program:
    - ❑ Click on Intervention and then click on New Intervention.
    - ❑ Choose the Intervention Type for which the youth is eligible but will not be placed in and in the Provider box choose ASSIGNED TO ANOTHER PROGRAM.
    - ❑ Then click on SUBMIT to indicate that the youth was eligible but was assigned to another CJAA program.
    - ❑ For example, the youth is eligible for both FFT and ART and the youth is assigned to FFT. For ART you need to do an NEW Intervention where the Provider is ASSIGNED TO ANOTHER PROGRAM.

*Note: CJAA administrator — Identify eligible youth who have been assigned to the various CJAA groups in your court using the Back On Track Intervention by running the Program Status Report.<sup>5</sup>*

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<sup>5</sup> The *Program Status Report* is documented in "Section II C Report Instructions" of this manual.

## **G. HOW TO RECORD PROGRAM COMPLETION/TERMINATION**

*For youth in CJAA programs, complete the CJAA Program Termination Procedure when the youth completes the program or if the youth terminates from the program before the program is completed.*

1. Open Back on Track! Version 2.0.
2. On the Options Screen, click on Find Juvenile Record in Database and Full Assessment, and then click OK.
  - Enter the youth's name or JUVIS Control Number and click Search.
3. Click on Interventions.
4. Click on View History/Update Status.

*Note: If the youth has several interventions, make sure you find the correct intervention when updating status by choosing the initiated date that displays the correct intervention type (ART or FFT) and provider (which must be PROGRAM).*

*For instance, make sure you choose the intervention type ART where Provider is PROGRAM when updating the ART intervention status.*

5. Click on Update Status.
6. Choose appropriate status from the STATUS dropdown menu.
7. Add any comments relevant to current status.
8. Click on Submit.

## SECTION II: USING EXTRACT AND REPORTING APPLICATION

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### A. OVERVIEW

The Risk Assessment Extract and Reporting Application enables you to extract data from the risk assessment database for the Washington State Institute for Public Policy and to run reports for the CJAA evaluation group assignments.

The extract program copies data from the risk assessment database, automatically places the data in a file folder, and allows you to send the file folders to the Institute. The Institute will analyze these data to:

- Validate the risk assessment.
- Evaluate the Community Juvenile Accountability Act programs.
- Provide your court with risk profile reports.

The Institute designed the program to copy all data entered into the risk assessment database within a date/time range and to place these data in six text files within a file folder. The program does not remove or change any records in your court's risk assessment database.

#### ***Data Extraction Schedule***

Run the data extraction application at the beginning of each month. Set up the program to include data entered since the last extraction to the end of the previous month. For example, run the extract at the beginning of June to extract data from May 1 through May 31.

#### ***Reporting***

The application was developed with a report option. Some reports are already provided. You can design new reports and request that the Washington Association of Juvenile Court Administrators Quality Assurance Committee (QAC) provide them to all courts. Contact Diana Wavra, WAJCA-Risk Assessment Coordinator, for additional information at (509) 754-5690, extension 29.

## ***User Requirements***

**Data Extraction:** The person extracting the data must be able to:

- Use Windows 95 or Windows 98.
- Have a logon ID and password for accessing the Back On Track! database.
- Create shortcuts to Windows programs.
- Compress (zip) files.
- Send e-mail with attachments.

**Report Program:** Persons running reports must be able to open the Extract and Reporting application and follow the instructions to run the reports.

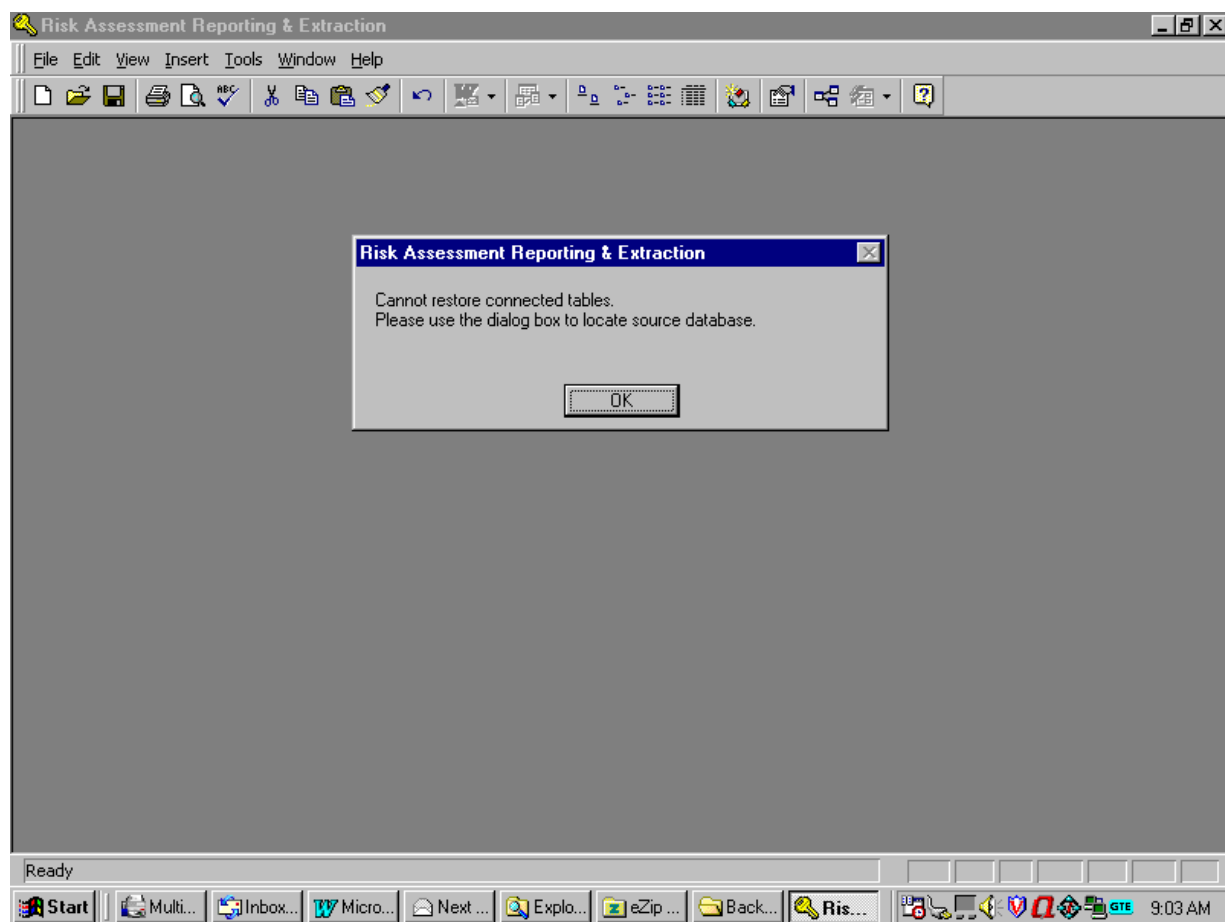
**Report Development:** Persons designing and developing new reports must be knowledgeable in Microsoft Access programming and have access to the risk assessment database.

## B. APPLICATION INSTALLATION INSTRUCTIONS

You should have received the application file by e-mail. If you have not received the file, contact Dr. Robert Barnoski (Barney) at [barney@wsipp.wa.gov](mailto:barney@wsipp.wa.gov), OR logon to the Institute's Website <http://www.wa.gov/wsipp/cjaa/home.html> to download the file: click on Evaluation. Click on Download Reporting and Extraction Application.

*Note: You may need to unzip the file prior to launching the installation. Double-click on the zip file (.zip suffix) and it should automatically open WinZip from Microsoft. Contact your information systems expert for additional advice on using WinZip or the zip program available in your court.*

The following screen opens when you double-click or open the **ExtractionApplication.mdb** application for the first time:



1. Click OK and a Locate database source file screen appears.
1. Locate the Back On Track! Database for your court (BOTdb.mdb) and click Open.
2. Enter the Back On Track database security password when prompted. The person who installed Back On Track in your court should know this password.
3. The application should be installed.
4. You can create a shortcut for the **ExtractionApplication.mdb** in Windows 95 and place the shortcut on the desktop so users can double-click on the shortcut. You can also place the icon on the office-shortcut bar.

## C. REPORT INSTRUCTIONS

### ***Report Menu***

The Report Menu contains a menu of reports designed by the Quality Assurance Committee. You can run these reports by clicking on the button in front of the report name. Some reports will require you to provide additional information.

The resulting report appears in a Microsoft Access window. By clicking on Close on the Menu Bar you can return to the Extract and Reporting application window.

By clicking on File on the Menu Bar, you can print the report, save/export the report to a file, or close the report and return to the Extract and Reporting application window.

Currently there are two reports available:

- *Not Yet Assigned Report*
- *Program Status Report*

### ***Advanced Features—Develop Reports***

The Modify Switchboard button allows persons knowledgeable in Microsoft Access programming to access the risk assessment database to develop new reports. The Quality Assurance Committee can design new reports and have local court Microsoft Access programmers develop the reports using this facility. Local courts can also develop their own reports, test them, and then present them to the Quality Assurance Committee for distribution to all courts. The resulting reports will be accessible for your use through the Report Menu.

### ***Not Yet Assigned Report***

This report produces a listing of each youth in the assessment database who has an entry of NOT YET ASSIGNED in the Intervention module of Back On Track! and does not have one of the following entries for that same Intervention:

EXCEPTIONAL EXCLUSION,  
WAITING LIST,  
PROGRAM – (Provider name),  
CONTROL GROUP, or  
ASSIGNED TO ANOTHER PROGRAM.

In order to keep a youth from appearing on this list after a NOT YET ASSIGNED entry has been made in Back On Track!, you must make one of the above entries in the Intervention module after the NOT YET ASSIGNED entry. A youth will have a line in the report for each program with a NOT YET ASSIGNED entry.

***Note: Please refer to "Section I E. How to Assign Youth to CJAA Program/Control Groups."***

Clicking on the NOT YET ASSIGNED report button produces the following report that lists each youth's name, JUVIS Control Number, specific intervention for which the youth is eligible but has not yet been assigned, and the date the NOT YET ASSIGNED entry was made in Back On Track!

#### **Juveniles Eligible for CJAA: Not Yet Assigned**

**6/30/99 7:13:54 AM**

JUVIS	Type	Date
<b>Atest, Jack</b>		
000123	ART - Aggression Replacement Training	5/25/99
<b>Btest, Steve</b>		
987654	ART - Aggression Replacement Training	5/25/99
987654	FFT - Functional Family Therapy	5/25/99
<b>Etest, David</b>		
322321	ART - Aggression Replacement Training	6/29/99

## Program Status Report

This report produces a listing of each youth in the assessment database who has been assigned to an Intervention and the youth's last status for that Intervention. You will be prompted to provide the first three characters of the Intervention Type such as ART, FFT, or MST. The report will list all youth whose last provider was:

NOT YET ASSIGNED,  
EXCEPTIONAL EXCLUSION,  
WAITING LIST,  
PROGRAM,  
CONTROL GROUP, or  
ASSIGNED TO ANOTHER PROGRAM.

Youth are listed in alphabetic order of last name within the Provider.

**Note: Please refer to "Section I E. How to Assign Youth to CJAA Program/Control Groups."**

Clicking on the Program Status report button causes a window to appear entitled "Enter the First Three Initials of the Program." Type in the three characters, such as ART, and click OK. The following report is produced for all Interventions starting with those characters. Under each Provider is listed the youth's name, JUVIS Control Number, Intervention Date, last status, and last status date.

### FFT - Functional Family Therapy

#### ASSIGNED TO ANOTHER PROGRAM

Last Name:	First Name:	JUVIS:	Intervention Date:	Last Status:	Last Status Date:
Btest	Steve	987654	7/6/99	Intervention initiated	7/6/99
Dtest	Mason	123123	6/29/99	Intervention initiated	6/29/99

#### CONTROL

Last Name:	First Name:	JUVIS:	Intervention Date:	Last Status:	Last Status Date:
Htest	Debbie	123334	7/6/99	Intervention initiated	7/6/99

#### EXCEPTIONAL EXCLUSION

Last Name:	First Name:	JUVIS:	Intervention Date:	Last Status:	Last Status Date:
Gtest	Sherry	123333	7/6/99	Intervention initiated	7/6/99

#### PROGRAM

Last Name:	First Name:	JUVIS:	Intervention Date:	Last Status:	Last Status Date:
Etest	John	321321	7/6/99	In progress - satisfactory	7/6/99

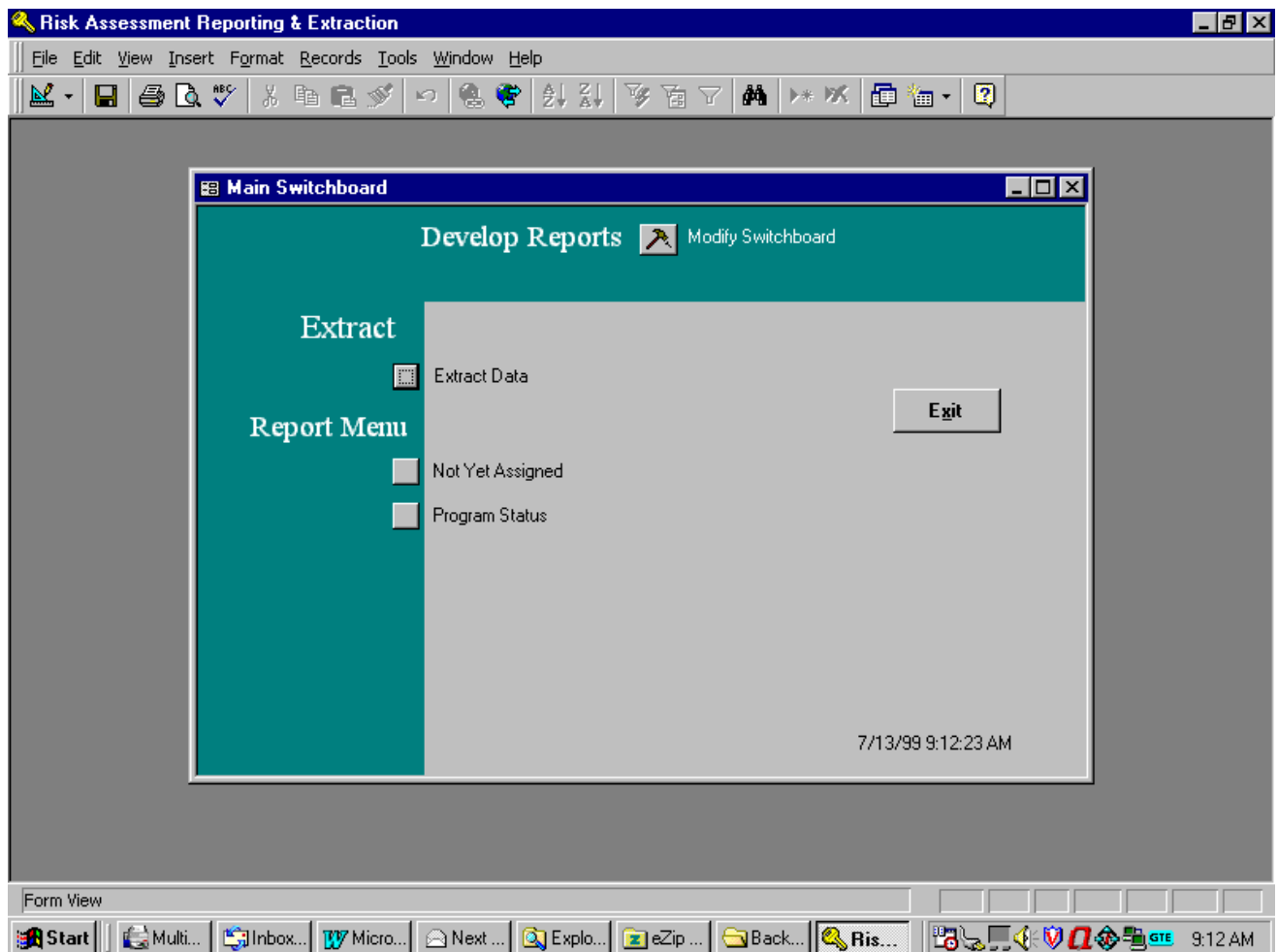
#### WAITING LIST

Last Name:	First Name:	JUVIS:	Intervention Date:	Last Status:	Last Status Date:
Ftest	David	123127	7/6/99	Intervention initiated	7/6/99

## D. DATA EXTRACTION

### *How to Start the Program*

1. Double-click on the **ExtractionApplication.mdb** shortcut, or double-click on the program icon, or use Windows Explorer to locate the **ExtractionApplication.mdb** file and double-click.
2. The following screen appears:



## How to Extract Your Data

You must first set the parameters for your court which are saved each time you use the application. These parameters define:

- Your county to the application.
- The location of the Back On Track! database.
- The location where you wish the extracted file folder to be created by the extraction.

1. Click on Extract Data and the following screen appears:

2. County

Use the dropdown menu to define your county to the application. Doing this tells the Institute which court the data are from and establishes the first part of the folder name that will contain your extracted data.

### 3. Database Location

This area indicates where in your system the Back On Track! database (BOTdb.mdb) is located. Click on the Change Source Location button to find the BOTdb.mdb file. Be sure to highlight the BOTdb.mdb file and then click Open to define the location to the extract application.

### 4. Extract Destination

This area indicates where the file folder containing your extracted assessment data will be located. Click on the Change Extract Destination button to navigate to the desired location. Click Open to define the extract file folder location.

### 5. Last Extraction From Date-Time To Date-Time

This area indicates the date range for the last data extraction. The program is designed to extract only those records from the risk assessment database within a date/time range. The extract program stores the date/time range so you can see the date range of the last data extraction.

### 6. Current Extraction From Date-Time To Date-Time

This area allows you to select the date/time range for the current data extraction. The program will extract only those records from the assessment database within the date/time range specified in this area.

The program automatically assumes the extraction is from the date/time of last extraction to the current date/time. *Set the extract to run from midnight on the first day of the month to midnight on the last day of the month to extract one whole month of data.* To change the date/time, type the desired date and time in the From and To boxes. For example, to extract data for May 1999, the From and To boxes should look like:

From

5/1/99 00:01 AM

To

5/31/99 11:59 PM

### 7. Extract Data

Once you have established the parameters that control the data extract, click on the Extract Data button to run the extraction. You will be prompted to enter the database password to execute the extract program. The application will tell you when the extraction is complete.

Use Windows Explorer to check that a new folder was created in the destination location. The folder name consists of the court name you chose during set-up plus the date the extract is run. For example, data extracted for Yakima County on May 2, 1999, will be placed in a folder called *YAKIMA5021999*.

*Note: If you are running multiple extractions on the same day to extract prior months of data, you must rename the file folder created by each extraction. For instance, after creating YAKIMA5021999 to extract April's data follow these steps:*

- *Find the folder location in Windows Explorer.*
- *Rename the name of the folder to YakimaApril1999.*
- *When you run the extract again on the same day, for example on May 2, 1999, a YAKIMA5021999 will be created again. Rename the second extract accordingly. For instance, YakimaMarch1999, if you were running an extract for March, YakimaFeb1999, for February, etc.*

#### 8. Cancel Extract

Click on the Cancel Extract button to leave the Extract Data program.

#### 9. Send Files to the Institute

Please e-mail the extracted files to Dr. Robert Barnoski (Barney), Washington State Institute for Public Policy, at the following e-mail address:

barney@wsipp.wa.gov

The files may be large enough to require you to Zip them before sending. *To zip a file you must locate the Zip program and be able to use it.* Also, you may have to e-mail the files one at a time or send the *ExtracttblJuvenile.txt* file separately, since this is the largest single file.

***Note: If you have difficulty extracting, zipping or e-mailing the data please call Joe Hauth at (206) 367-2650 or Barney at (360) 586-2744.***

#### 10. How to Exit the Application

Click on the Exit button to exit the program.